



## ADMINISTRATIVE POLICIES AND PROCEDURES

**Policy ID:** Human Resources  
**Subject:** Non-Discrimination  
**Creation Date:** August 8, 2011  
**Revision Date:** July 17, 2012  
**Prepared By:** Human Resources Department  
**Approved By:** City Manager  
**Legal Review:** Elizabeth Ruhmann

### **DESCRIPTION: Non-Discrimination Policy**

#### **I. Policy:**

It is the policy and practice of the City to recruit, hire, train and promote employees without discrimination on the basis of race, religion, color, political affiliation, physical or mental disability, genetic information, national origin, sex, marital status, age, sexual orientation, gender identification, or membership or non-membership in any employee association or any other non-job related characteristic.

#### **II. Definitions:**

- A. **Qualified:** a disabled person who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

#### **III. Procedures:**

- A. In accordance with the Americans with Disabilities Act (ADA), employment discrimination against a "qualified individual" with regards to all aspects of employment activities of the City of El Paso is a violation of the Act and is strictly forbidden.
- B. The City shall administer this policy in a manner consistent with federal, state and local laws concerning equal employment opportunity and affirmative action.
- C. The responsibility for the implementation of the Affirmative Action Plan is assigned to the Human Resources Director, who serves as the Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer shares policy responsibilities with managers and supervisors; their work performance will be evaluated based on their effort to implement and assure Equal Employment Opportunity Program compliance.
- D. The Human Resources Director shall develop and maintain an Affirmative Action Plan subject to review by the City Manager's office.
- E. City employees who believe they have been discriminated against based on any of the discriminatory factors listed above can exercise their right to raise their concerns by

filing a complaint utilizing the City's Discrimination/Harassment Complaint Form located in the Complaint folder under City Forms in the Public Drive (S:).

- F. Every even numbered year a labor market and workforce analyses and evaluation shall be made by the Human Resources Department.

APPROVED BY:

Joyce G. Wilson  
Joyce Wilson, City Manager

7/29/12  
Date